



CITY OF MANCHESTER, NH PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

PLAN REVIEW TURNAROUND TIMES FOR September/October, 2012

The information in this document is provided as a guideline for the completion of initial plan review turnaround times for various types of commercial and residential permits. It is an estimate of business days required to complete a plan review for determination of completeness and compliance with applicable regulations. *Please note that applicants will be notified at time of submission if additional review by other departments (such as Health, Fire and Highway Departments) is required due to the nature of the proposal.

To check the status of a permit application, call (603) 624-6450.

Commercial Building Plans	Description	Determination of Completeness	Compliance Review
Major - New	All new commercial structures, including major additions over 5,000 square feet and over \$250,000	5 business days	15 business days
Minor - New	Under 5,000 square feet and less than \$250,000	5 business days	10 business days
Additions/alterations	Minor additions and changes to existing commercial buildings.	5 business days	10 business days

Residential Building Plans	Description	Determination of Completeness	Compliance Review
New 1 and 2 Family	New residential buildings of fewer than 3 dwelling units	3 business days	5 business days
Multifamily	New construction of, and additions/alterations to, residential buildings of 3 or more dwelling units	5 business days	10 business days
Alterations to 1&2 Family	All additions and alterations to existing 1 and 2 family residential structures.	3 business days	5 business days

Land Use Applications	Description	Complete Preliminary Review or to Schedule Meeting	Application Processed For Board Review
Pre-application (Optional)	Initial meeting to discuss development review requirements for a proposed site plan or subdivision to establish general guidelines	5 business days	N/A
Zoning Board Submittals	Determination of completeness for Variances, Special Exceptions, Administrative Appeals, Equitable Waivers	5 business days	10 business days
Planning Board Submittals	Determination of completed application for Subdivisions, Planned Developments, Site Plans for commercial and large multi-family residential projects and Conditional Use permits	5 business days	10 business days

Note: It is strongly recommended that a preliminary meeting be held to identify issues prior to planning and zoning submittals. Coordinated meetings with all development and construction review departments are available upon request. These meetings can be helpful to identify and resolve development issues early in the process.